

## Service Plan Timeliness / Visits

Date:

[illegible]

<b>MSA VII.G.2 (page 25)</b>	<b>Caseworker Contacts and Visits</b>
	<p><i>2. Worker-Child Contacts:</i> By October 2011, each child in foster care shall be visited by the assigned foster care case manager at least two times during the child's first month of placement, and at least one time per month thereafter. At least one visit each month shall take place at the child's placement location and shall include a private meeting between the child and the case manager. By October 2012, the requirement of two visits per month shall apply for the first two months following an initial placement or a placement move.</p>

### **DHS Policy FOM 722.8c - PATP Signatures**

<b>DHS Policy FOM 722.8c (Page 2)</b>	<b>PATP Signatures</b>
	<p>Parents and youths age 14 and older must sign the PATP. If a parent or youth is unavailable or refuses to sign the PATP, foster care workers must identify and document additional action needed to secure the parent's and/or youth's participation in service planning and compliance with the PATP.</p>

### **DHS Policy FOM 722- 8 (page 17) - Quarterly Reassessment of Sibling Splits**

<b>DHS Policy FOM 722- 8 (page 17)</b>	<b>Sibling Placement – Initial Service Plan</b>
	<p><b>8. Placement Resources</b></p> <p>a. Sibling Placement</p> <ul style="list-style-type: none"> <li>• If child(ren) has siblings who are not placed in the same out-of-</li> </ul>

	<p>home placement, provide an explanation of the reasonable efforts made to place siblings within the same placement.</p> <ul style="list-style-type: none"> <li>• Describe the ongoing efforts to place the siblings within the same home during this report period.</li> <li>• If sibling's placements are split, <u>second-line supervisory approval is required. The second-line supervisor must sign the ISP in the space designated at the end of the ISP.</u></li> <li>• If there are no siblings or if siblings are placed together, write N/A.</li> </ul> <p><b>Note:</b> Written second line supervisory approval <b>is required</b> for a placement which separates or maintains separation of siblings</p>

## MSA VII.B - Supervisory Oversight of Assessments and Service Plans

MSA VII.B (Page 18)	<b>ASSESSMENTS, CASE PLANNING, AND PROVISION OF SERVICES</b>
	<p>B. <i>Supervisory Oversight of Assessments and Service Plans:</i> Supervisors shall meet at least monthly with each assigned worker to review the status and progress of each case on the worker's caseload. Supervisors shall review and approve each service plan. The plan can be approved only after the supervisor has a face-to-face meeting with the worker, which can be the monthly meeting.</p>

## DHS Policy FOM 722-8 - p. 18 - Initial Service Plan Signatures

DHS Policy FOM 722-8 (Page 22 )	<b>Initial Service Plan Signatures</b>
	<p><b>VI. Supervisory Approval</b></p> <p>The DHS and placement agency foster care initial service plan approval date is identified by the foster care worker and supervisor signatures and</p>

	<p>date on the last page of the case service plan. A copy of the case service plan with the two signatures and dates must be placed in the narrative section of the case record.</p> <p>The agency is considered out of compliance with licensing rule R400.12403(2)(o) if the foster care supervisor signature date is past the 14-day review and approval time frame.</p>
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### DHS Policy FOM 722-9 – p. 12 –Sibling Placement Split

DHS Policy FOM 722-9 ( p. 12)	Sibling Placement Split – Updated Service Plan
	<p><b>6. Placement Resources</b></p> <p>a. Sibling Placement</p> <ul style="list-style-type: none"> <li>• If child(ren) has a sibling who is not placed in the same out-of-home placement, provide an explanation of the reasonable efforts made to place siblings within the same placement.</li> <li>• Describe the ongoing efforts to place the siblings within the same home during this report period.</li> <li>• If sibling’s placements are split, <u>second line supervisory approval is required</u>. The second line supervisor must sign the USP in the space designated at the end of the USP.</li> <li>• If there are no siblings or if siblings are placed together, write N/A.</li> </ul> <p><b>Note:</b> Written second line supervisory approval <b>is required</b> for a placement which separates or maintains separation of siblings</p>

### MSA 7.A - p. 18 - Service Plan Signatures

MSA 7.A p. 18	Service Plan Signatures
	<p>The service plan shall contain attainable, measurable objectives with expected timeframes, and shall identify the party or parties responsible for each task. Service plans shall be signed by the caseworker, the caseworker’s supervisor, the parent(s), and the child(ren), if of age to</p>

	participate. If the parent(s) and/or child(ren) are not available or decline to sign the plan, the service plan shall include an explanation of the steps taken to involve them and shall identify any follow-up actions to be taken to secure their participation in services.

## **DHS Policy FOM 722-8c - P. 2 - Foster Parent Signature on PATP**

<b>DHS Policy FOM 722-8c P. 2</b>	<b>Foster Parent Signature on PATP</b>
	<p>The individual activities required by the foster parent/caregiver to meet the specific individual needs of the child placed in their home are included in the PATP. The foster parent/caregiver must be included in the PATP process. The foster parent/caregiver signature is required and indicates that the foster parent/caregiver acknowledges and agrees to the activities required to meet the needs of the child in their care. Additionally, the PATP details the services and activities provided by the foster care worker to assist the foster parent/caregiver in caring for the child.</p>

## **DHS Policy FOM 722-6h - page 3 - CASEWORKER CONTACT WITH CHILD IN OUT-OF-HOME PLACEMENT**

<b>DHS Policy FOM 722-6h p. 3</b>	<b>CASEWORKER CONTACT WITH CHILD IN OUT-OF-HOME PLACEMENT</b>
	<p><b>First Two Months After Initial Placement or a Placement Move</b>  The caseworker must have at least two face-to-face contacts per month with the child for the first two months following an initial placement or a placement move. The first face-to-face contact with the child must take place within five business days from the date the case is assigned to the caseworker or within five business days of the date of the placement move. At least one contact each month must take place at the child's placement location. Each contact must include a private meeting between the child and the caseworker.  <b>Note:</b> A month is defined as 30 calendar days, unless otherwise specified.</p> <p><b>Subsequent Months</b></p>

	The caseworker must have at least one face-to-face contact with the child each calendar month. At least one contact each calendar month must take place at the child's placement location. Each contact must include a private meeting between the child and the case-worker.

### **DHS Policy FOM 722.6h - page 5 – Unannounced visits to caregiver home**

<b>DHS Policy FOM 722.6h page 5</b>	<b>CASEWORKER CONTACT WITH CAREGIVERS</b>
	The caseworker must have at least one face-to-face contact in the caregiver's home each calendar month. If there are two caregivers, such as a primary and secondary caregiver, the caseworker must have a face-to-face contact with the secondary caregiver in the home at least once each quarter. The caseworker must make an unannounced visit to the placement every quarter. This unan-nounced visit must be noted in the social work contacts of the case service plan.

### **FOM 722-O6B Page 3 - Family Team Meeting Time Frames - FOSTER CARE**

<b>FOM 722-O6B Page 3</b>	<b>Family Team Meeting Time Frames - FOSTER CARE</b>
	<u><b>Type of FTM &amp; Time Frame</b></u>
	<b>Case Plan Development/ Reassessment</b>

	<p>Initial Case Plan (ISP) - within 30 calendar days before the case plan due date. <b>Note:</b> This FTM may be combined with the CPS Case Opening (ISP) FTM.</p> <p>Updated Case Plan (USP) - within 30 calendar days before the case plan due date.</p> <p>Permanent Ward Service Plan (PWSP) - within 30 calendar days before the case plan due date.</p> <p><b>Permanency Goal Review at Six Months in Care</b></p> <p>Within 30 calendar days from the date the child has been in care for six months.</p> <p><b>Permanency Goal Change</b></p> <p>Within 30 calendar days before the date of the goal change.</p> <p><b>Placement Preservation/ Disruption</b></p> <p>At least three business days prior to a planned change of placement or no later than three business days after an unplanned placement change.</p> <p><b>Note:</b> Planned and unplanned placement changes include reunification, placement in a residential setting, step-down from a residential or hospital setting, return from AWOLP, or request for change in foster home/relative placements.</p> <p><b>Semi-Annual Transition Meeting</b></p> <p>Within 30 calendar days after the youth's 14th birthday and every six months thereafter.</p> <p>For youth entering out-of-home placement at age 14 or older, the semi-annual transition meeting must be held within 30 calendar days of the removal date; see this item for specific meeting requirements.</p> <p><b>90-Day Discharge Planning Meeting</b></p> <p>Youth age 16 or older must have a 90-Day Discharge Planning meeting within 90 calendar days before dismissal or within 30 calendar days after an unplanned court dismissal; see this item for specific meeting requirements. Youth in Young Adult Voluntary Foster Care (YAVFC) must have a Discharge Planning Meeting within three business days of discovery that YAVFC eligibility requirements are not being met.</p>
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## FOM 722-06H - Page 9 - CASEWORKER CONTACT WITH PARENT(S)/ GUARDIAN(S)

FOM 722-06H Page 9	CASEWORKER CONTACT WITH PARENT(S)/ GUARDIAN(S)
	<p><b>For each child with a permanency goal of reunification</b>, the child's assigned caseworker must have face-to face contact with the child's parent/guardian as follows:</p> <p><b><i>First Month after Initial Out-of-Home Placement</i></b></p> <p>The caseworker must have at least two face-to-face contacts with each parent/guardian, at least one of which must occur in the parent's residence. One of the face-to-face contacts must be used to discuss the following:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Petition and court orders.</li><li><input type="checkbox"/> Case service plan.</li><li><input type="checkbox"/> Family Assessment of Needs and Strengths.</li><li><input type="checkbox"/> Child Assessment of Needs and Strengths.</li><li><input type="checkbox"/> Parent-Agency Treatment Plan &amp; Service Agreement.</li><li><input type="checkbox"/> Scheduling and expectations of parenting time.</li></ul> <p><b><i>Subsequent Months</i></b></p> <p>The caseworker must have face-to-face contact with each parent/guardian at least once each calendar month, with at least one contact in each quarter occurring in the parent's place of residence.</p>

## FOM 722-06I - Page 10 - SIBLING VISITATION AND ONGOING INTERACTION

FOM 722-06I - Page 10	SIBLING VISITATION AND ONGOING INTERACTION
	<p>Siblings in foster care, who are not placed together, must have at least one visit per calendar month that is in addition to parenting time. For the purposes of visitation only, siblings include children related through birth, adoption, or marriage and include siblings as defined by the American</p>

	Indian or Alaskan Native child's tribal code or custom. A sibling relationship continues after termination of parental rights or when a marriage ends by death or divorce.

